



Safety and Occupational Health Council

22 April 2003

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Agenda



- ✓ **Commander's Opening Comments**
- ✓ **Purpose of SOHC**
- ✓ **Safety Metrics - RIA, SOSRI-IC**
- ✓ **Ergonomics**
- ✓ **Review of Hazardous Processes**
- ✓ **Fire & Emergency Services**
- ✓ **Directorate / Office Safety Actions - Lessons Learned**
- ✓ **Review of Open Issues**
- ✓ **Hot Topics**
- ✓ **Issues from Council**
- ✓ **Wrap Up**



Commander's **Opening Comments**



Purpose of Safety and Occupational Health Council



Purpose of SOHC



- ✓ **Forum to Evaluate Safety and Occupational Health Program Status**
- ✓ **Review Safety and Occupational Health Performance**
- ✓ **Forum to Share Safety Actions and Lessons Learned**
- ✓ **Forum to Address Major Issues**



Safety Metrics



Frequency Rates



Calculating Frequency Rates:

$$\text{Frequency Rate} = \frac{\text{Number of Incidents} \times (200,000 \text{ Hours})}{\text{Number of Exposure Hours}}$$

* 200,000 Hours = (100 persons) x (2000 Hours) or 1 Man Year

Example:

$$\begin{aligned} \text{Total Incident Rate} &= \frac{(31) \times (200,000 \text{ Hours})}{1,000,590.9} \\ &= 6.20 \end{aligned}$$



RIA - Cases and Frequency Rates



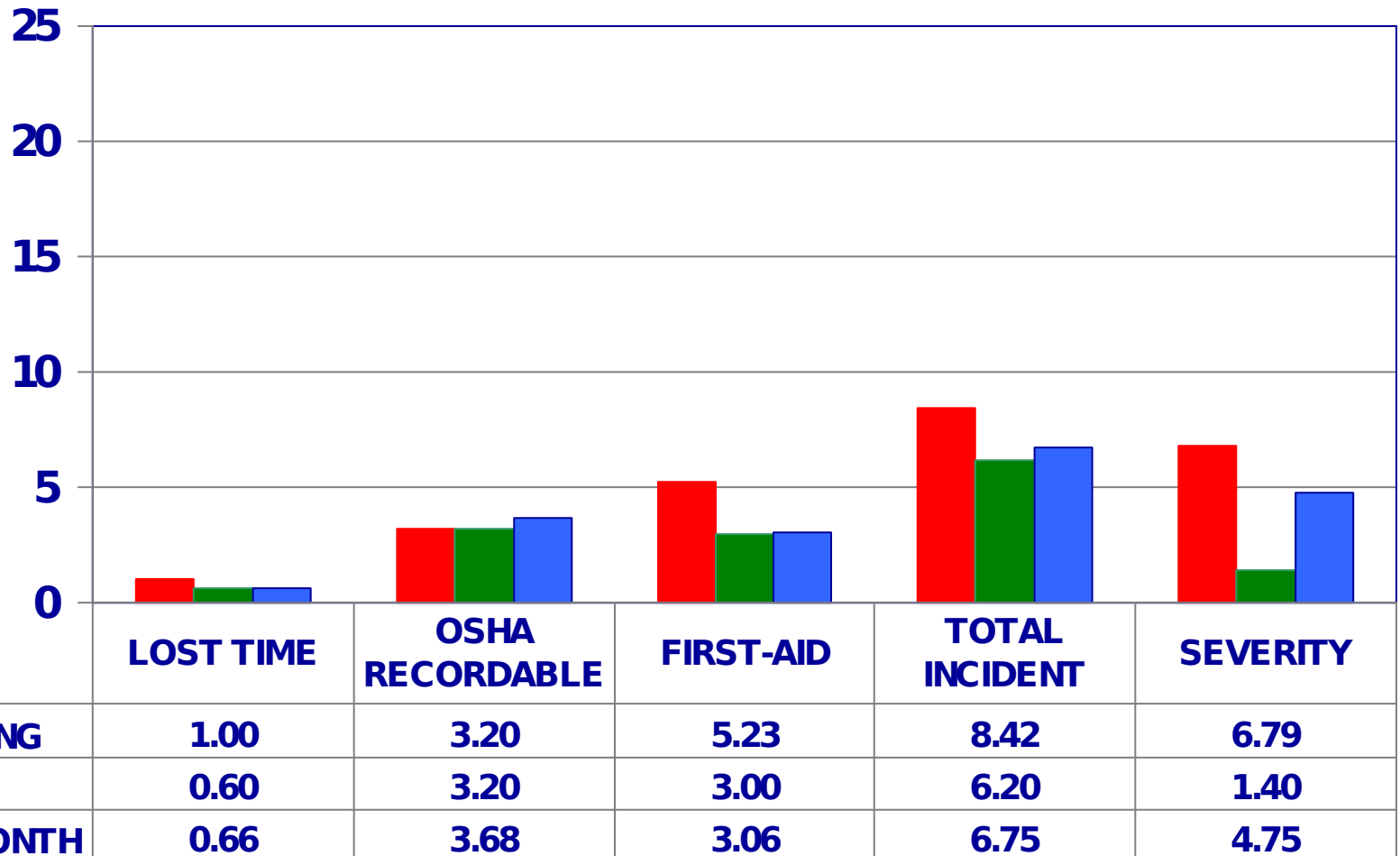
<u>CASES</u>	<u>FY 1995</u>	<u>FY 1996</u>	<u>FY 1997</u>	<u>FY 1998</u>	<u>FY 1999</u>	<u>FY 2000</u>	<u>FY 2001</u>	<u>FY 2002</u>	<u>FY 2003</u>
LOST TIME	72	43	45	13	21	12	14	10	3
OSHA RECORDABLE	185	115	137	53	49	45	60	41	16
FIRST-AID	120	102	81	84	81	75	60	44	15
TOTAL	305	217	218	137	130	120	120	85	31
LOST WORKDAYS	567	302	167	109	129	74	51	74	7
HOURS OF EXPOSURE	3,753,449.0	3,425,361.0	3,217,248.0	2,848,611.3	2,600,009.4	2,169,851.5	1,986,510.3	2,103,399.7	1,000,590.9
<u>FREQUENCY RATES</u>	<u>FY 1995</u>	<u>FY 1996</u>	<u>FY 1997</u>	<u>FY 1998</u>	<u>FY 1999</u>	<u>FY 2000</u>	<u>FY 2001</u>	<u>FY 2002</u>	<u>FY 2003</u>
LOST TIME	3.84	2.51	2.80	0.91	1.62	1.11	1.41	0.95	0.60
OSHA RECORDABLE	9.86	6.71	8.52	3.72	3.77	4.15	6.04	3.90	3.20
FIRST-AID	6.39	5.96	5.04	5.90	6.23	6.91	6.04	4.18	3.00
TOTAL INCIDENT	16.25	12.67	13.55	9.62	10.00	11.06	12.08	8.08	6.20
SEVERITY	30.21	17.63	10.38	7.65	9.92	6.82	5.13	7.04	1.40



RIA SAFETY PERFORMANCE CEILING vs YTD vs AVERAGE YTD MAR FY 2003

Status: **Green**

INCIDENT RATE





Cases by Office Symbol



<u>OFFICE</u>	<u>LOST TIME</u>	<u>OSHA</u>	<u>FIRST AID</u>	<u>TOTAL</u>	<u>LOST WORKDAYS</u>
RIA	3	16	15	31	7
CO	0	0	0	0	0
HD	0	0	0	0	0
GC	0	0	0	0	0
IA	0	0	0	0	0
CA	0	0	0	0	0
EO	0	0	0	0	0
SF	0	0	0	0	0
QM	0	0	0	0	0
RM	0	0	0	0	0
CT	0	0	0	0	0
PW	0	0	1	1	0
PC	0	0	0	0	0
LE	0	2	1	3	0
SM	0	0	0	0	0
IC	2	12	12	24	4
ES	1	2	1	3	3
IT	0	0	0	0	0
AP	0	0	0	0	0
CF	0	0	0	0	0



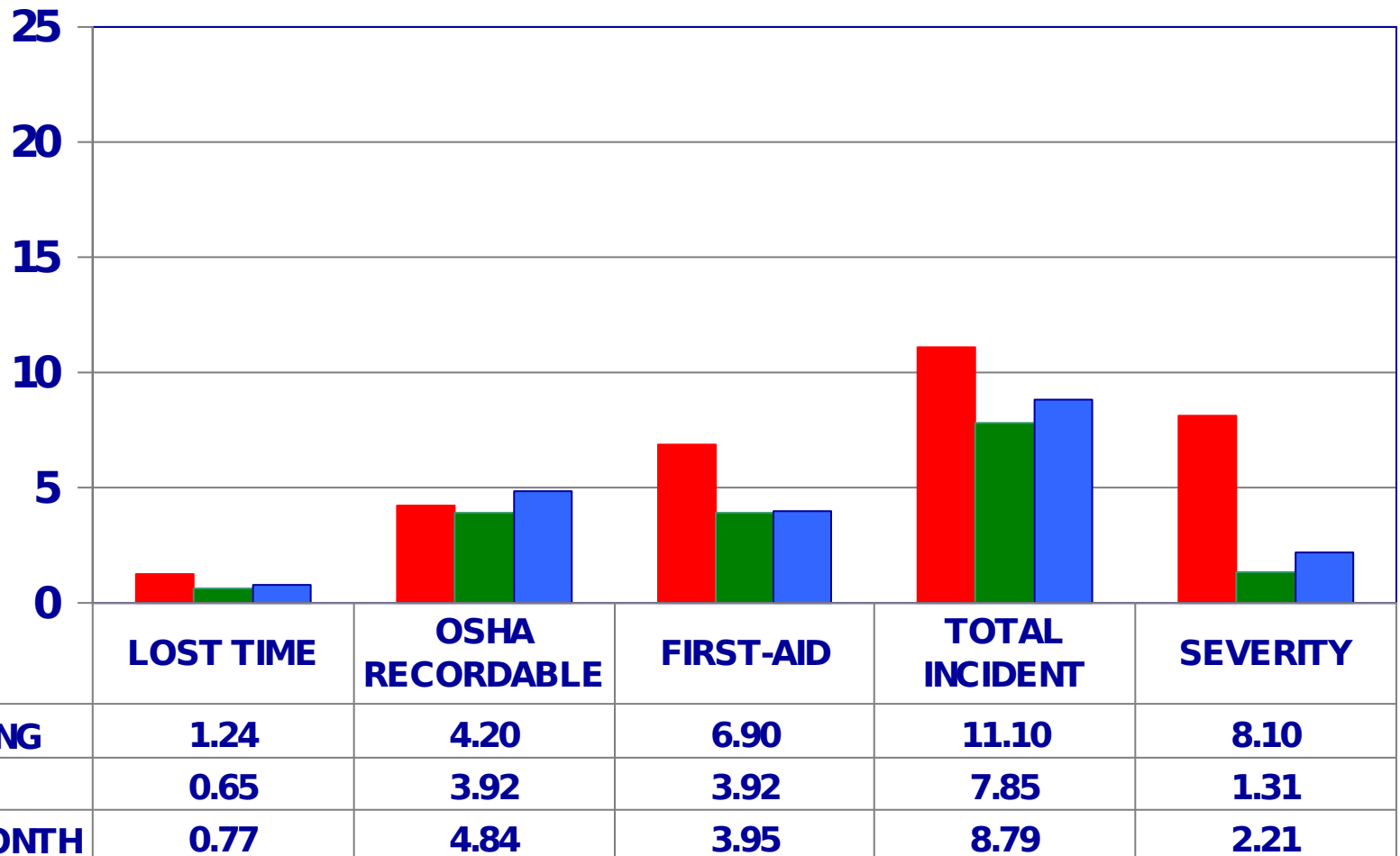
SOSRI-IC SAFETY PERFORMANCE

CEILING vs YTD vs AVERAGE

YTD MAR FY 2003

Status: **Green**

INCIDENT RATE





**PREMISE: TO BE ABLE TO
MANAGE SOMETHING YOU NEED
TO HAVE A MEASUREMENT
SYSTEM**

**C
O
N
S
E
Q
U
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N
C
E
S**

**MEASURES OF
OUR FAILURES
AFTER THE FACT**

FATALITY

**LOST
WORKDAY
CASE**

**OSHA
RECORDABLE
CASE**

FIRST-AID CASE

NEAR - MISS

**PROPERTY
DAMAGE**

BEHAVIOR

**C
A
U
S
E**

**C
O
N
T
R
O
L**

TRAINING

SAMPLING

REWARDS

ENFORCEMENT

**FEEDBACK
SYSTEMS**

SAFE PRACTICES

GOAL SETTING

INVOLVEMENT



Ergonomics



Review of Hazardous **Processes**



Risk Management Matrix



Hazard Severity	Hazard Probability				
	Frequent	Likely	Occasional	Seldom	Unlikely
	A	B	C	D	E
I Catastrophic	E	E	H	H	M
II Critical	E	H	H	M	L
III Marginal	H	M	M	L	L
IV Negligible	M	L	L	L	L
E - Extremely High Risk RAC 1					
H - High Risk RAC 2					
M - Moderate Risk RAC 3					
L - Low Risk RAC 4 & 5					



Evaluations Performed



- ✓ **Bldg 220, Spring Manufacturing**
 - **9 Surveys**
- ✓ **Bldg 220, Gear Cutting**
 - ▢ **3 Surveys, 1 Process Observed**
- ✓ **Bldg 220, Pliable Materials**
 - ▢ **10 Surveys, 2 Processes Observed**
- ✓ **Bldg 299, Paint Dept**
 - ▢ **22 Surveys, 3 Processes Observed**
 - ▢ **2 New Surveys, new wash booth**
- ✓ **Bldg 222, Forge Shop**
 - ▢ **30 Surveys, 2 Processes Observed**



Evaluations Performed



- ✓ **Bldg 110, Health Clinic**
 - 14 Surveys, 14 Processes Observed
- ✓ **Bldg 212F**
 - ▢ New Survey- Inspect Torch cutting on flat rack for FRS.
- ✓ **Bldg 231, Metal Cutting**
 - ▢ 3 Surveys, 3 Processes Observed
- ✓ **Bldg 212W, Layout**
 - ▢ 1 Survey, 1 Process Observed
- ✓ **Guard Gates**
 - ▢ 3 New Surveys, Noise on Heaters by guard gates



Evaluations Performed



- ✓ **Guard Gates**
 - 3 New Surveys, Noise on Heaters by guard gates
- ✓ **Bldg 299, Bin & Rack**
 - 3 Surveys, 1 Process Observed
- ✓ **V-areas**
 - 11 Surveys, 2 Processes Observed
- ✓ **Bldg 120-165**
 - 7 Surveys
- ✓ **Bldg 208, Paint Dept**
 - 56 Surveys, 10 Processes Observed
- ✓ **Bldg 210, Science & Engineering**
 - 16 Surveys, 3 Processes Observed



Evaluations Performed



- ✓ **Bldg 299, Shipping & Receiving**
 - **6 Surveys, 2 Processes Observed**
- ✓ **Bldg 102, Environmental**
 - **1 Survey**



Fire & Emergency Services



Fire & Emergency Services



- ✓ **Mandated to Start Occupational Safety & Health Committee in FD**
- ✓ **Discuss Upcoming Events**
- ✓ **Discuss Important Topics**



Fire & Emergency Services



- ✓ **Change Your Clock, Change Your Battery**
- ✓ **April 16 Antiterrorism / Force Protection and Physical Security Exercise @ BLDG 68**
- ✓ **Spring Clean Up Week 20-26 April**
- ✓ **Use of Cell Phones While Pumping Gas**



Fire & Emergency Services



- ✓ **Winter Operations**
- ✓ **Driver Operations**
- ✓ **Structural Drill**
- ✓ **Re-discussed carrying out our duties during the winter months. Both emergency and day to day operations. Particular attention was given to personal safety.**
- ✓ **During Driver Operations, safe, efficient driving was instructed and practiced. Attention was given to the height, weight, and length of the trucks.**



Fire & Emergency Services



- ✓ **During the structural drill, safe operations were practiced, including full use of all protective equipment (gear, hood, SCBA, PASS device, helmet). Also, accountability was practiced.**



Directorate / Office **Safety Actions and** **Lessons Learned**



SOSRI-AP



✓ Safety Actions:

- Held two safety meetings (AP, GC, IA)
- Conducted a safety audit of all areas
- Next safety meeting scheduled 23 Apr

✓ Lessons Learned:

- Office Ergonomics
- Discussion on audit findings



SOSRI-CF



✓ Safety Actions:

- Ongoing gas problem and fire runs to CDC, bldg. 11

✓ Lessons Learned:

- Regulator on outside of facility was replaced. Individuals feel this has been the problem for several years and that the regulator had failed. Staff did an outstanding job of realizing there was a problem and evacuated the children safely and in a timely manner.



SOSRI-CF



✓ Safety Actions:

- Requested Director of Law Enforcement to speak at Waiting Family meeting and discuss RIA speed limit, security threat levels, and gate hours.

✓ Lessons Learned:

- Waiting Families are not families were not familiar with RIA. Explaining procedures made them more safe and comfortable while visiting.



SOSRI-CT



✓ Safety Actions:

- Monthly safety meetings held in conjunction with Office Staff Meetings with input from Safety Office
- Topics Discussed:
 - January - Cold Hazards
 - February - Disaster Preparedness
 - March - Tornado Awareness
- Conducted internal office safety audits - results discussed/corrected



SOSRI-CT



✓ Lessons Learned:

□ Awareness of safety hazards, what to watch for, how to react

✓ SAFETY ALWAYS FIRST

✓ Safety Officers: Connie Duffy, ext.
1558

Lillie Jennings, ext.

8569



SOSRI-EO



✓ Safety Actions: Lifting Basics

✓ Lessons Learned:

- Lifting objects, is one of the more physical tasks in an office environment.
- ▮ Discussed improper lifting techniques and the serious injuries that can be incurred.
- ▮ Demonstrated improper lifting techniques.
- ▮ Demonstrated proper lifting techniques (knees bent, feet apart, load close to body, etc.)
- ▮ When in doubt, always ask for help.



SOSRI-ES



✓ Safety Actions:

- **Directorate & Division Safety Meetings, area safety checks, etc., have all been conducted.**
- **Viewed videos on avoiding accidents, workplace stress, and emergency preparation for severe weather.**
- **Discussed awareness of the RIA alarm system, where to take cover, and handouts/other sources for work and home usage.**



SOSRI-ES



✓ Lessons Learned:

- Work orders placed: re-mount a fire extinguisher and repair a fume hood.
- Work orders completed: dispose a damaged glass desktop and tighten a loose overhead vent cover in conference room.



SOSRI-GC



✓ Safety Actions:

- John J. Welling - GC Safety POC
- Monthly Safety meetings with SOSRI-AP

✓ Lessons Learned:

- New extension cord for coffee pot.
- Removal of broken glass table top cover.



SOSRI-IA



✓ Safety Actions:

- Attended monthly Safety meetings held by SOSRI-AP
- Conducted monthly internal safety audits

✓ Lessons Learned:

- Ergonomics and Office Work
- Electrical Hazards of Fans



SOSRI-IC



✓ Safety Actions:

- Monthly Directorate/Division Safety Meetings(Housekeeping, PPE, Hand Tool Safety/Office Safety)
- ▢ SAARs - 12 (One lost time, None winter related)

✓ Lessons Learned:

- ▢ Close Calls
 - Electrical Shock - Hand Truck
 - Threaded Rod - Fell from cat-walk
 - Three employees almost hit by police car.



SOSRI-IT



✓ Safety Actions:

- With the impending IT employee moves caused by the A-76 decision, posters addressing proper lifting and bending procedures as well material handling procedures were placed in all work areas. Posters addressing stress were also posted in all work areas.

✓ Lessons Learned:

- Boxes used for employee moves should be limited in size (no larger than a repro paper box) and weight to lessen the potential for back and/or leg injury.



SOSRI-LE



✓ Safety Actions:

- Purchased ballistic vests for all police/guard personnel and implemented a new SOP for their use.
- Due to recent anti-war activity, a revised protester SOP has been written and training set up for riot control.

✓ Lessons Learned:

- Wearing of concealed vest is uncomfortable on hot days so optional outer wear carrier has been provided to all officers.
- Although there are a few officers still here from protests of the 80s, all officers will be given riot control training.



SOSRI-PC



✓ Safety Actions:

- Conducted 2 monthly meetings - Jan & Mar
- Conducted 3 monthly internal safety audits

✓ Lessons Learned:

- Winter Motoring (Jan)
- General Home Safety (Mar)



SOSRI-PW



✓ **Safety Actions:**

✓ **Lessons Learned:**



SOSRI-QM



✓ Safety Actions:

- Conducted Monthly Safety Meetings and Monthly Safety Audits

✓ Lessons Learned:

- JAN- Winter Safety
- FEB- Hazard Recognition
- MAR- Hazardous Material



SOSRI-RM



✓ Safety Actions:

- Conducted monthly safety meetings this quarter
- ▢ Continually audited safety conditions in RM work area
- ▢ Corrected two tripping hazards
- ▢ Installed new Safety Rep - (Mark Wilson 2-6932)

✓ Lessons Learned:

- ▢ Fire safety, with an emphasis on electrical safety
- ▢ Pedestrian / jogger / runner safety
- ▢ Bicycle / Motorcycle safety



SOSRI-SM



✓ Safety Actions:

- Monthly meetings
- No accidents or close-calls
- Safety Quiz

✓ Lessons Learned:

- Attitude is everything
- Safety means no fooling around
- Pedestrian Safety



SOSRI-SF



- ✓ **Safety Actions:**
- ✓ **Lessons Learned:**



Review of Open Actions



Review of Open Issues



<u>Open Action</u>	<u>Assigned To:</u>	<u>Date Assigned:</u>	<u>Date Due:</u>	<u>Status:</u>	<u>Comments:</u>
Automatic Electronic Defibrillator	GC, PW, PWF, RIA-OPS, SF	07 Feb 2002		On-going	2 in TACOM, 1 in Gym
Audit Checklists	SF	20 Feb 2002		On-going	Checklists being developed Audits are being performed
Risk Management Training	SF	Oct 2003	Mar 2003	SF Staff Trained	Training of RIA Staff and work force will be scheduled
Outdoor Lighting Evaluation - Parking Lots	SF, IH	Mar 2003		On-going	Coordination meeting to be scheduled to develop plan of action
Safety Glasses	SF	29 Mar 2002		On-going	Need to implement DA Pam 40-506 and write local policy



Hot Topics



Hot Topics



- ✓ **Safety Training Requirements**
- ✓ **Risk Management Training**



Issues from the Council



Wrap Up



✓ **Next SOHC - July FY 2003**



ROCK ISLAND ARSENAL CENTER FOR EXCELLENCE